



**Functional Series 100
Agency Organization and Legal Affairs**

INTERIM UPDATE 09-03

SUBJECT: Litigation Holds

NEW MATERIAL: To describe the policy directives and required procedures for issuing, executing, and repealing litigation holds.

EFFECTIVE DATE: 02/24/2009

ATTACHMENT: [ADS 158](#)

POLICY

USAID/General Notice
GC/EA
02/24/2009

Subject: Issuance of ADS 158, Litigation Holds

ADS 158, Litigation Holds, is a new chapter and describes the policy directives and required procedures for issuing, executing, and repealing litigation holds. Specifically it addresses the specific offices that have responsibilities for ensuring litigation holds are properly executed; what a litigation hold is and what materials are covered; and how and when litigation holds are used; among other areas of information.

Point of Contact: Any questions concerning this Notice may be directed to Sabrina M. Segal, GC/EA, (202) 712-5409.

Notice 0275

File Name	IU1_0903_031109
Notice Date	2/24/2009
Effective Date	2/24/2009
Editorial Revision Date	2/24/2009
Posted to the ADS Web Site	03/13/2009
Remarks	

IU1_0903_031109_W031309